

SENIOR BUILDING INSPECTOR

JOB DESCRIPTION

Classification Responsibilities: The Senior Building Inspector performs highly skilled and varied technical work in coordinating and supervising the building inspections work activities in securing compliance with the Municipal Building Codes and related ordinances. Work involves extensive public contact of a specialized nature requiring significant knowledge of building, plumbing, mechanical, electrical, fire, and zoning codes. Work continually requires the exercise of discretion and independent judgment when making difficult and complex decisions, and may require complex departures from standard division processes and policies to achieve intended results. Employees in this class must understand construction terms and be highly proficient at reading and interpreting construction blueprints and specifications. Employees in this class supervise assigned Building Inspector I's and II's in the inspection of buildings and appurtenances in the process of construction for compliance with building, electrical, plumbing, mechanical, fire, and zoning codes. This class may also be responsible for performing other types of inspections of buildings and appurtenances as needed. This class is responsible for performing related duties as required.

Distinguishing Features: The Senior Building Inspector is distinguished from the Building Inspector II class by having full supervisory responsibility over Building Inspector I's and II's in the coordination of activities and technical interpretations within the Building Inspections Unit. In addition, the Senior Building Inspector works toward a positive approach of integrating activities through a true cohesive work group team concept by emphasizing cross training, instructing staff members in all areas of building inspections, directing team assignments, and completing employee performance appraisals. The Senior Building Inspector is also expected to provide the highest level of technical knowledge and expertise in resolving difficult or complex problems. Employees in this class manage day-to-day operations of all field inspection functions and solve public relations problems with little supervision. Incumbents must coordinate all activities with other Senior Building Inspectors to ensure the entire work group operates in an effective, efficient, economical and safe manner. Senior Building Inspectors, through participation in team meetings involving all elements of Building Safety, continuously verifies that uniformity of procedures, rules and regulations are maintained and ensures the service delivered is consistent with other inspection teams. Senior Building Inspectors serve as the first level of appeal for customer code challenges generated by building inspection activities. Incumbents may also assist at the building inspection counter. The Senior Building Inspector may assume additional supervisory duties in the absence of the Building Inspection Supervisor. Incumbents serve as an advisor to the Deputy Director - Development Services, while assisting Building Inspector I's and Building Inspector II's on enforcement policies, technical matters, or outside research on assigned projects. The position reports to the Deputy Director - Development Services through meetings, conferences, inspections and end results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Any combination of training, education, and experience equivalent to extensive (5+ years) building inspection/code enforcement work experience as well as possession of multiple certifications sponsored by the

International Code Council (ICC), or other major model code organization. Extensive (5+ years) customer contact in a private or public utility, construction, or building inspection operation. Any combination of training, education, or work experience equivalent to two years construction trade work experience, preferably in two major trades (or three years' experience as a general building superintendent).

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Supplemental college or technical school coursework in building inspection technology in mechanical, electrical, plumbing, or construction fields is highly desirable. Two+ years' experience in a lead or supervisory capacity, and attainment of journey-level status in plumbing, electrical, structural, or mechanical construction are highly desirable. Experience operating a personal computer (PC) is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public and businesses regarding methods for correcting observed deficiencies or deviations from approved plans to determine and ensure compliance. Explains in detail to a contractor or the public, codes interpretation or requirements that have been missed (example: fire rated chases for a Class I grease hood for cooking equipment in schools and restaurants or fire dampers and release links in a fire rated wall to insure proper operation according to code). Prepares (written or via computer) field inspection reports and correction notices in a clear, concise, and accurate manner. Prepares and files written or computer generated complaints with the City Prosecutor to gain compliance through legal means when necessary.

Manual/Physical: Inspects residential dwellings, industrial buildings, commercial buildings, swimming pools, and appurtenances in the process of construction, alteration, or repair for compliance with building, electrical, mechanical, plumbing, fire, and zoning code requirements. Investigates complaints regarding unauthorized or unsafe building use or construction, determines appropriate action, and follows through for compliance. Inspects mobile homes for installation, blocking, tie downs, skirting, utility hookups, and setbacks. Makes thorough course of construction and final inspections prior to issuance of Certificate of Occupancy. Measures distances to confirm compliance with building specifications, zoning, building, setbacks, etc. Inspects large commercial buildings, large industrial complexes, and institutions for compliance with building, plumbing, electrical, mechanical, fire, Americans with Disabilities Act (ADA), and zoning requirements. Inspects residential dwellings, commercial buildings, swimming pools, and appurtenances during the course of construction, alteration or repair for compliance with all building and fire codes, Mesa Home Security Code, and ADA requirements. Inspects installation and integrity of medical gases (oxygen and nitrogen) and other specialty piping systems in hospitals and industrial applications. Inspects and evaluates certifications on back flow prevention devices, and "special" inspections and engineered remediations. Accesses areas at elevated levels in order to inspect for proper installation and at heights greater than ten feet to make inspections on walls, roofs, attics, and crawl spaces. Reaches, grips, and moves debris to gain access to or expose construction for inspection. Walks across trenches, dirt piles, etc., and climbs ladders, stairs, and scaffolding to perform inspections.

Operates a motor vehicle requiring a standard Arizona Driver's License to drive to and from construction sites to inspect work in progress. Accesses and enters data or information using a personal computer in order to research building permits inspection records and to enter inspection results. Uses common hand tools such as screwdrivers, pliers, or wrenches to inspect construction. Detects hazardous situations on construction sites and inspects audible fire alarms for proper functioning. Compares or monitors data on charts/graphs for selecting building material sizes, etc., to determine compliance with prescribed operating or safety standards. Distinguishes the full range of the color spectrum (example: working with electrical wires) in order to verify compliance with applicable electrical and other building material color codes. Detects natural gas leaks, toxic gases, and smoke to the extent of possibly detecting a hazardous condition on a construction site and avoiding an accident. Uses graphic instructions such as blueprints, schematic drawings, layouts, or building plans and technical data/drawings in order to verify that construction complies with approved documents. Investigates fire damage to existing structures and mobile homes. Meets scheduling and attendance requirements.

Mental: Prioritizes and assigns work to personnel for completion of inspections in order to best meet customer/department time goals. Resolves difficult and complex procedural and other work-related problems in a team effort by interpreting and applying applicable codes and policies. Supervises and evaluates the performance of Building Inspector I's and II's. Comprehends and makes inferences from blueprints, construction plans, or specifications in order to maintain enforcement of City building and zoning codes. Prioritizes own work such as emergencies, and citizens' requests to investigate and/or resolve building, fire, and zoning code violations. Reviews or checks the work products of materials for building construction. Learns job-related material through on-the-job training and classroom instruction regarding inspections and enforcement of City building, fire, and zoning codes. Analyzes building conditions, construction, and code violations, etc., in order to make recommendations in a written report format to management regarding status/findings of investigation and requirements to resolve problems.

Knowledge and Abilities:

Knowledge of:

- the principles and practices of employee supervision and training;
- the Administrative Code which provides necessary requirements and procedures for the adoption and enforcement of codes;
- the stages of construction when various possible violations and defects may be most easily observed and corrected;
- the adopted building code(s) which covers the fire, life, and structural safety aspects of all buildings and structures;
- the building code standards which contain national test materials and special design standards referenced in the building code(s);
- the Uniform Code for the Abatement of Dangerous Buildings or subsequent adopted abatement or maintenance code which contains procedures for the classification and abatement of dangerous buildings;
- the adopted mechanical code which provides the requirements for the installation and maintenance of heating, ventilation, cooling, and refrigeration systems in buildings and other structures;
- the adopted plumbing code which applies to the installation and maintenance of plumbing systems and materials and provides requirements and standards for the protection of public health, safety, and welfare;
- the adopted electrical code which covers the installation and maintenance of electrical systems,

equipment, and materials within or on buildings or other structures;
state of Arizona Department of Building and Fire Safety rules and regulations which cover the installation of mobile, manufactured homes and factory-built buildings;
City of Mesa Municipal Code which provides for the enforcement of nuisance abatement such as construction dust, debris, noise, and inoperable vehicles;
the City of Mesa Zoning Ordinance which regulates the use of land, the location, height, and bulk of buildings and structures, and establishes standards for design and development; and
City and division policies, practices, and procedures.

Ability to:

supervise and coordinate a team of Building Inspectors in the review of field inspection functions, City ordinances, and division policies;
prepare and conduct employee evaluations;
handle disciplinary problems and employee related issues;
advise and instruct Building Inspectors on construction, fire, engineering, and zoning codes, and department policy interpretations;
coordinate with work group to inspect commercial and multiple-family plans for compliance with zoning and land use requirements, fire requirements and regulations, including but not limited to: building, landscaping, parking, signs, trailer parks, right-of-way, design review, fire sprinkler and alarm systems, and City Council stipulations;
advise the public by telephone or at the counter concerning building codes or plan check issues;
enforce codes to the extent of stopping work or occupancy of a building when necessary until requirements are satisfied;
read and interpret all applicable codes, plans, and specifications;
detect deficiencies or deviations from approved plans during on-site inspections;
follow through to ensure that final inspections for all departments are completed in a timely manner;
operate a computer to access and use permit and inspection records; and
establish and maintain effective working relationships with management, coworkers, members of the construction industry, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/18

MF/js/aa

CS4651.DOCX

EEO-Tech

JOB FCTN-TEC

INCREMENTS 42-200

PAY GRADE: 52

IND-9410

SWORN-No